

Table of Contents

Approval Paths.....	2
Categories.....	3
Course Provider	4
Credit Types.....	5
Education Levels.....	6
Equipment Types.....	7
External Learning Types.....	9
Facility Types.....	10
Room Types.....	11
Training Profiles.....	12

Approval Paths


Site Map | Domain Console | My Messages | Site Help


 [Advanced Search](#)

Welcome, AMANDA WEBB-THOMAS | [Logout](#)

[MY WORKSPACE](#) | [LEARNING CENTER](#) | [REFERENCE CENTER](#) | [COLLABORATION CENTER](#) | [ADMINISTRATION](#)

Home >> Administration >> Manage System >> Content Options >> Approval Paths

APPROVAL PATHS

Search for existing access approval paths and edit them, or create new paths.

Search

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced Search link to select criteria to further refine the results.

Search Text

Create New

Go

Search Type

All words

Search

Records found: 10

	Title	Type	Action
1	Administrator Item requires approval by an Administrator before access is granted.	Linear	Manage Go
1	DOA DOF Training Team Item requires approval by a member of the DOA DOF Training Team before access is granted.	Linear	Manage Go
1	Enterprise Administrator Item requires approval by an Enterprise Administrator before access is granted.	Linear	Manage Go
1	HR Administrator Item requires approval by an HR Administrator before access is granted.	Linear	Manage Go
1	Instructor Item requires approval by the Instructor before access is granted.	Linear	Manage Go
1	User Manager and Administrator - Linear Item requires approval by the User's Manager and then by the Administrator before access is granted.	Linear	Manage Go
1	User Manager and DOP T&D Admin - Linear Item requires approval by the User's Manager and then by DOP T&D support staff before access is granted.	Linear	Manage Go
1	User's Manager Item requires approval by the User's Manager before access is granted.	Linear	Manage Go
1	User's Manager and DOA DOF Training Team - Linear Item requires approval by the User's Manager and then by a member of the DOA DOF Training Team before access is granted.	Linear	Manage Go
1	User's Manager and Instructor - Linear Item requires approval by the User's Manager and then by the Instructor before access is granted.	Linear	Manage Go

Categories


[Site Map](#) | [Domain Console](#) | [My Messages](#) | [Site Help](#)


 [Advanced Search](#)

Welcome, AMANDA WEBB-THOMAS | [Logout](#)

[MY WORKSPACE](#) | [LEARNING CENTER](#) | [REFERENCE CENTER](#) | [COLLABORATION CENTER](#) | [ADMINISTRATION](#)

[Home >>](#) [Administration >>](#) [Manage System >>](#) [Content Options >>](#) [Categories](#)

CATEGORIES

Create and manage the categories used to organize content within the system.


[Search](#)
[Category Hierarchy](#)

Below is a list of categories and sub-categories.


- New Employee
- Safety, Health, and Wellness
- Statewide Programs
 - Leasing
 - One Card Alaska
 - Procurement
 - Taxes
- Statewide Technology
 - AKPAY
 - AKSAS
 - ALDER
 - IRIS
 - LearnAlaska
- Supervisory Development
- TrainAlaska
- Workforce Development

	Title	Action
<input type="checkbox"/>	AKPAY Training in the State of Alaska Payroll System (AKPAY). Topics include introductory topics, navigation, and the processing of employee time and attendance.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	AKSAS Training in the Alaska Statewide Accounting System (AKSAS). Training may include introductory topics, navigation, management reporting, and add/change vendor transactions.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	ALDER Training in the Alaska Data Enterprise Reporting (ALDER) system. Training may include introductory topics, navigation, functions available to interactive users, report development, and reporting on HR/Payroll data.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	IRIS Training in the Integrated Resource Information System (IRIS).	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	LearnAlaska Training related to the use of the State's Learning Management System, LearnAlaska.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Leasing Training related to leasing activities for the State.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	New Employee Training for new State of Alaska employees to assist in understanding work rules and procedures, benefits, organizational structure, etc.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	One Card Alaska Training on the State's charge card program, One Card Alaska. Training topics may include AutoPay and US Bank's AccessOnline system.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Procurement Training related to purchasing and procurement activities for the State.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Safety, Health, and Wellness Training on workplace safety topics, or employee health and well-being.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Statewide Programs Training for statewide programs.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Statewide Technology Training related to computer applications.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Supervisory Development Training directed to supervisors and intended to enhance their skills and abilities.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Taxes Training related to processing taxes. Topics include 1099-MISC procedures and vendor records.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	TrainAlaska Class data converted from legacy learning management system, TrainAlaska.	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Workforce Development Training directed to employees for the enhancement of skills and abilities.	Edit <input type="button" value="Go"/>

Course Provider


State of Alaska

[Site Map](#) | [Domain Console](#) | [My Messages](#) | [Site Help](#)



[Advanced Search](#)

Welcome, AMANDA WEBB-THOMAS | [Logout](#)

[MY WORKSPACE](#) | [LEARNING CENTER](#) | [REFERENCE CENTER](#) | [COLLABORATION CENTER](#) | [ADMINISTRATION](#)

Home >> Administration >> Manage Training >> Course Provider

COURSE PROVIDER

Create and manage course providers. Course providers offer online and classroom courses. They are displayed in a menu when creating and managing courses.

Search

[Simple Search](#) | [Advanced Search](#)
To perform an advanced search, enter some or all of the specific criteria indicated below and then click Search.

Name

Description

Keywords

Search Type: All words

Activity

Create New

Go


Search

Records found: 10


	Name	Action
	SOA	Manage
	SOA-DOA-DAS	Manage
	SOA-DOA-DGS	Manage
	SOA-DOA-DOF	Manage
	SOA-DOA-DOPLR	Manage
	SOA-DOA-ETS	Manage
	SOA-DOC	Manage
	SOA-DOT	Manage
	SOA-EED	Manage
	Vendor	Manage

Delete

Credit Types



[Site Map](#) | [Domain Console](#) | [My Messages](#) | [Site Help](#)



[Advanced Search](#)

Welcome, AMANDA WEBB-THOMAS | [Logout](#)

[MY WORKSPACE](#) | [LEARNING CENTER](#) | [REFERENCE CENTER](#) | [COLLABORATION CENTER](#) | [ADMINISTRATION](#)

Home >> Administration >> Manage System >> Content Options >> Credit Types

CREDIT TYPES

Create and manage the credit types that are associated with personal learning events and courses. A credit type indicates the kind of credit a user receives for a personal learning event.

Search

Simple Search | [Advanced Search](#)
To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced Search link to select criteria to further refine the results.

Search Text

Search Type

Create New

Go


Search

Records found: 7


	Credit Type	Action
<input type="checkbox"/>	CEU Continuing Education Unit (CEU) is a measure used in continuing education programs. A CEU is equival...	Manage Go
<input type="checkbox"/>	CLE Continuing Legal Education (CLE) refers to professional education of lawyers that occurs after admis...	Manage Go
<input type="checkbox"/>	CME Continuing Medical Education (CME) is required for professionals in the medical field to maintain th...	Manage Go
<input type="checkbox"/>	College Credit College credit is given by a college or university for the successful completion of a course in an a...	Manage Go
<input type="checkbox"/>	CPE Continuing Professional Education (CPE) is required for Certified Public Accountants (CPAs) to maint...	Manage Go
<input type="checkbox"/>	Other Credit type not covered by listed options.	Manage Go
<input type="checkbox"/>	PDU Professional Development Units (PDU) is required for Project Management Professionals (PMP) to maint...	Manage Go

Delete

Education Levels


State of Alaska

[Site Map](#) | [Domain Console](#) | [My Messages](#) | [Site Help](#)


Learn Alaska
Learning Management System

Welcome, AMANDA WEBB-THOMAS | [Logout](#)

[MY WORKSPACE](#) | [LEARNING CENTER](#) | [REFERENCE CENTER](#) | [COLLABORATION CENTER](#) | [ADMINISTRATION](#)

Home >> Administration >> Manage System >> Content Options >> Education Levels

EDUCATION LEVELS

Create and manage education levels that display in a menu when a user's education information is edited in their profile.

Search


Simple Search | [Advanced Search](#)
To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced Search link to select criteria to further refine the results.


Search Text
Search Type All words

Records found: 4

	Title	Action
	Associate's Degree <i>Associate's Degree</i>	<input type="button" value="Manage"/> <input type="button" value="Go"/>
	Bachelor's <i>Bachelor's Degree</i>	<input type="button" value="Manage"/> <input type="button" value="Go"/>
	Doctorate (Ph.D.) <i>Doctorate (Ph.D.)</i>	<input type="button" value="Manage"/> <input type="button" value="Go"/>
	Master's Degree <i>Master's Degree</i>	<input type="button" value="Manage"/> <input type="button" value="Go"/>

Equipment Types


Site Map | Domain Console | My Messages | Site Help



[Advanced Search](#)

Welcome, AMANDA WEBB-THOMAS | [Logout](#)

[MY WORKSPACE](#)
[LEARNING CENTER](#)
[REFERENCE CENTER](#)
[COLLABORATION CENTER](#)
[ADMINISTRATION](#)

Home >> Administration >> Manage System >> Content Options >> Equipment Types

EQUIPMENT TYPES

Equipment types are resources (e.g., TVs) used in rooms. Search for, create and manage equipment types. Types appear in the "Equipment Type" menu (Select Equipment tab when managing rooms).

Search

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search.

Search Type: All words

Search


Records found: 34

	Title	Action
<input type="checkbox"/>	Chairs <i>Chairs</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Clock <i>Clock</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Coffee Maker <i>Coffee Maker</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	DVD Player <i>DVD Player</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Easel Stand <i>Easel Stand</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Fan <i>Fan</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Fax Machine <i>Fax Machine</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Flipchart Pads <i>Flipchart Pads</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Headset(s) <i>Headset(s)</i>	Edit <input type="button" value="Go"/>
	Instructor Computer <i>Instructor Computer</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Internet Connection <i>Internet Connection</i>	Edit <input type="button" value="Go"/>
	Lectern <i>Lectern</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Microphone <i>Microphone</i>	Edit <input type="button" value="Go"/>
	Multimedia Projector <i>Multimedia Projector</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Overhead Projector <i>Overhead Projector</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Podium <i>Podium</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Polycom Unit <i>Polycom Unit</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Printer <i>Printer</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Projection Screen <i>Projection Screen</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Smartboard <i>Smartboard</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Sound System <i>Sound System</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Speakers <i>Speakers</i>	Edit <input type="button" value="Go"/>


Equipment Types (continued):

<input type="checkbox"/>	State LAN Connection <i>State LAN Connection</i>	Edit ▼	Go
<input type="checkbox"/>	Student Computers <i>Student Computers</i>	Edit ▼	Go
<input type="checkbox"/>	Tables <i>Tables</i>	Edit ▼	Go
<input type="checkbox"/>	Telephone <i>Telephone</i>	Edit ▼	Go
<input type="checkbox"/>	Telephone with Speaker Phone <i>Telephone with Speaker Phone</i>	Edit ▼	Go
<input type="checkbox"/>	Television <i>Television</i>	Edit ▼	Go
<input type="checkbox"/>	TTY/TDD Device <i>TTY/TDD Device</i>	Edit ▼	Go
<input type="checkbox"/>	VCR <i>VCR</i>	Edit ▼	Go
<input type="checkbox"/>	Videoconference Equipment <i>Videoconference Equipment</i>	Edit ▼	Go
<input type="checkbox"/>	Whiteboard <i>Whiteboard</i>	Edit ▼	Go
<input type="checkbox"/>	Wireless Microphone <i>Wireless Microphone</i>	Edit ▼	Go
<input type="checkbox"/>	Wireless Network Connection <i>Wireless Network Connection</i>	Edit ▼	Go
Delete			

External Learning Types


State of Alaska

[Site Map](#) | [Domain Console](#) | [My Messages](#) | [Site Help](#)



[Advanced Search](#)

Welcome, AMANDA WEBB-THOMAS | [Logout](#)

[MY WORKSPACE](#) | [LEARNING CENTER](#) | [REFERENCE CENTER](#) | [COLLABORATION CENTER](#) | [ADMINISTRATION](#)

Home >> Administration >> Manage System >> Content Options >> External Learning Types

EXTERNAL LEARNING TYPES

Create and manage external learning types for external learning items.

[Search](#)

[Simple Search](#) | [Advanced Search](#)
 To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced Search link to select criteria to further refine the results.

Search Text:
 Search Type: All words

[Create New](#) [Go](#)


[Search](#)

Records found: 8


	Title	In-use?	Action
<input type="checkbox"/>	College Course Courses offered by an accredited educational institution.	No	Manage Go
<input type="checkbox"/>	Conference A comprehensive program which includes any number of workshops, seminars, courses, classes, or meeti...	No	Manage Go
<input type="checkbox"/>	Course Any number or variations of individual learning content, for a particular subject matter. May includ...	No	Manage Go
<input type="checkbox"/>	Internship A short-term opportunity where a person gains supervised practical experience in a particular area o...	No	Manage Go
<input type="checkbox"/>	On-Line Training Computer-based instruction that enables learners to complete training through self-paced or self-dir...	Yes	Manage Go
<input type="checkbox"/>	Seminar A meeting held for the exchange of useful information by members of a common business community.	No	Manage Go
<input type="checkbox"/>	Virtual Classroom A virtual classroom is a learning environment created online that replicates an in-class environment...	No	Manage Go
<input type="checkbox"/>	Webinar A specific type of web conference in which students have limited interaction and information is diss...	No	Manage Go

[Delete](#)

Facility Types


State of Alaska

[Site Map](#) | [Domain Console](#) | [My Messages](#) | [Site Help](#)


Learn Alaska
Learning Management System

Welcome, AMANDA WEBB-THOMAS | [Logout](#)

[MY WORKSPACE](#) | [LEARNING CENTER](#) | [REFERENCE CENTER](#) | [COLLABORATION CENTER](#) | [ADMINISTRATION](#)

Home >> Administration >> Manage System >> Content Options >> Facility Types

FACILITY TYPES

Search for, create and manage facility types. They appear in the "Facility Type" menu (Edit Summary tab when creating/managing facilities).

Search

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search.

Search Text

Create New

Search Type

All words


Search

Records found: 8


	Title	Action
	City/Borough Facility <i>Facility owned or operated by city or borough government.</i>	Edit <input type="button" value="Go"/>
	Federal Facility <i>Facility owned or operated by federal government.</i>	Edit <input type="button" value="Go"/>
	Hotel/Conference Center <i>Hotel or conference center.</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Library <i>State or local library facility.</i>	Edit <input type="button" value="Go"/>
<input type="checkbox"/>	Other <i>Facility type not covered by listed options.</i>	Edit <input type="button" value="Go"/>
	Public/Private Facility <i>Non-government facility.</i>	Edit <input type="button" value="Go"/>
	State Facility <i>State of Alaska owned facility.</i>	Edit <input type="button" value="Go"/>
	University/School <i>University or school campus.</i>	Edit <input type="button" value="Go"/>

Delete

Room Types


[State of Alaska](#)

[Site Map](#) | [Domain Console](#) | [My Messages](#) | [Site Help](#)



[Advanced Search](#)

Welcome, AMANDA WEBB-THOMAS | [Logout](#)

[MY WORKSPACE](#) | [LEARNING CENTER](#) | [REFERENCE CENTER](#) | [COLLABORATION CENTER](#) | [ADMINISTRATION](#)

Home >> Administration >> Manage System >> Content Options >> Room Types

Search

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search.

Search Text

Search Type

All words

Create New

Go

Search

Records found: 18

	Title	Action
<input type="checkbox"/>	Ballroom Ballroom	Edit Go
<input type="checkbox"/>	Boardroom Boardroom	Edit Go
<input type="checkbox"/>	Classroom Room features tables that can be rearranged into various configurations which could include: classro...	Edit Go
<input type="checkbox"/>	Computer Lab Computer Lab	Edit Go
<input type="checkbox"/>	Conference Conference	Edit Go
<input type="checkbox"/>	Darkroom Darkroom	Edit Go
<input type="checkbox"/>	Firing Range Firing Range	Edit Go
<input type="checkbox"/>	Foyer Foyer	Edit Go
<input type="checkbox"/>	Gym Gym	Edit Go
<input type="checkbox"/>	Kitchen Kitchen	Edit Go
<input type="checkbox"/>	Library Library	Edit Go
<input type="checkbox"/>	Locker Room Locker Room	Edit Go
<input type="checkbox"/>	Multi-Purpose Multi-Purpose	Edit Go
<input type="checkbox"/>	Other Other	Edit Go
<input type="checkbox"/>	Rec Room Rec Room	Edit Go
<input type="checkbox"/>	Theater Theater	Edit Go
<input type="checkbox"/>	Virtual Virtual	Edit Go
<input type="checkbox"/>	Weight Room Weight Room	Edit Go

Delete

Training Profiles


[State of Alaska](#)

[Site Map](#) | [Domain Console](#) | [My Messages](#) | [Site Help](#)


[Learn Alaska](#)
Learning Management System

[Advanced Search](#)

Welcome, AMANDA WEBB-THOMAS | [Logout](#)

[MY WORKSPACE](#) | [LEARNING CENTER](#) | [REFERENCE CENTER](#) | [COLLABORATION CENTER](#) | [ADMINISTRATION](#)

Home >> Administration >> Manage System >> Content Options >> Training Profiles

TRAINING PROFILES

Create and manage training profiles. They are used when assigning required training to users.

[Search](#)

[Simple Search](#) | [Advanced Search](#)

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced Search link to select criteria to further refine the results.

Search Text

Search Type
All words

Create New Dynamic Profile
Go

Search

Records found: 4

	Training Profile	Type	Action
<input type="checkbox"/>	30 days followed by annual recurrence	Dynamic	Manage Go
<input type="checkbox"/>	45 days followed by annual recurrence	Dynamic	Manage Go
<input type="checkbox"/>	60 days followed by annual recurrence	Dynamic	Manage Go
<input type="checkbox"/>	90 days followed by annual recurrence	Dynamic	Manage Go

Delete